

TOWN OF WESTPORT
REGULAR BOARD MEETING
Kennedy Administration Building
Community Meeting Room
5387 Mary Lake Road
Town of Westport, Wisconsin

AGENDA - Monday, October 7, 2019 7:00 p.m.

1. Call to Order
2. Public Comment On Matters Not On the Agenda
3. Approve Minutes
4. Review/Approve Operator Licenses
5. Driveway/Access/Utility/Road Opening Permits
6. Water Utility/Fire Protection Utility
Miscellaneous
7. Sewer Utility
Miscellaneous
8. Engineer Report
Miscellaneous Ongoing Projects
9. Short Term Rental Code Revisions (Advertising, Registered Guest, and Penalty
Changes), and General License Matter Status Items, Discussion/Action
10. 2020 Town Budget Items and Timing Discussion/Action
11. The Benedictine Life Foundation of Wisconsin, Inc., Temporary Class "B"/Class "B"
Retailer's Licenses (10/17/19), Holy Wisdom Monastery, Prairie Rhapsody
Event, 4200 CTH M, Discussion/Action
12. Committee Reports/Items for Action
Personnel Committee Public Works Committee Westport/Middleton JZC
Audit Committee Town Plan Commission Westport/Waunakee JPC
13. Administrative Matters
14. Miscellaneous Business/Forthcoming Events
15. Pay Current Bills
16. Adjourn

If you need reasonable accommodations to access this meeting, please contact the clerk's office at 849-4372 at least three business days in advance so arrangements can be made to accommodate the request.

TOWN OF WESTPORT
AUDIT COMMITTEE MEETING
Kennedy Administration Building
Community Meeting Room
5387 Mary Lake Road
Town of Westport, Wisconsin

AGENDA - Monday, October 7, 2019 6:30 p.m.

This meeting is being noticed as a possible gathering of a quorum of the Westport Town Board due to the possible attendance of Supervisors not appointed to the Committee. Supervisors may discuss items on this agenda, or gather information on these items, but no action will be taken on these items as the Town Board.

1. Call to order
2. Approve minutes
3. Review/approve bills for payment
4. Adjourn

If you need reasonable accommodations to access this meeting, please contact the clerk's office at 849-4372 at least three business days in advance so arrangements can be made to accommodate the request.

TOWN OF WESTPORT

TOWN BOARD - Monday, September 16, 2019

The regular semi-monthly meeting of the Town Board was called to order in the Community Meeting Room of the Bernard J. Kennedy Administration Building at 7:02 p.m. by Chair Grosskopf. Members present: Cuccia, Enge, Grosskopf, Sipsma, and Trotter. Members absent: None. Also Present: Judith Heise, Rhonda Aires, Barb Meriggioli, Collette and AJ Bussan, Anne Bakke, Alexis Buchanon, Wendy Vincent, Jeff Black, Drew Howick, Jan Lottig, Earl Metcalf, Nancy Schlimgen, Tom and Marijo Bunbury, Danny Lincoln, Ken Lambrecht, Tim Wohlers, approximately 5 others who did not register, and Tom Wilson.

Supervisor Dave Ripp was present to provide Public Comment On Matters Not On the Agenda to greet the Board and observe. The minutes of the August 19, 2019 regular meeting were approved as presented on a motion by Sipsma, second Trotter.

For an Engineer Report, Wilson advised the Board members of the Caton Lane Project status.

There were then several Short Term Rental Licensing and Discussion/Action items for the Board as follows:

Licenses

- a. Janet Lottig and Andrew Howick, 4906 Wakanda Drive, Public Hearing, Discussion, and Action

The Chair opened the required public hearing at 7:10 p.m. After a presentation by Wilson, supporting comments by the applicants Jan Lottig and Drew Howick, questions by the Board members, neutral comments on parking by Earl Metcalf, and Wilson advising of the Bodilly email, Grosskopf closed the public hearing at 7:35 p.m. After discussion by the Board and further comments, including Board members raising concerns over the State allowance of such uses, the license was granted with the following restrictions and conditions: Any further limiting agreements the applicants may wish to employ as worked out with staff and as indicated in their public hearing comments, fee payment, compliance with code and application requirements, tax payments for stays from September 1, 2019, no off site parking by customers, and satisfactory building inspection by Town Building Inspector, on a motion by Sipsma, second Enge.

- b. Kenneth Lambrecht, 4914 Wakanda Drive, Public Hearing, Discussion and Action

The Chair opened the required public hearing at 7:35 p.m. After a presentation by Wilson, supporting comments by the applicant Kenneth Lambrecht, questions by the Board members, negative comments on parking and other items by Earl Metcalf including presentation of pictures, and Wilson advising of the Bodilly email, Grosskopf closed the public hearing at 7:55 p.m. After discussion by the Board and further comments, including Board members again raising concerns over the State allowance of such uses, the license was granted with the following restrictions and conditions: Compliance with code and application requirements, tax payments for stays from September 1, 2019, no off site parking by customers to be approved by Town Staff, and satisfactory building inspection by Town Building Inspector, on a motion by Cuccia, second Enge.

- c. Goetsch filing, 5660 Cobblestone Drive, Discussion/Action

The Board then discussed the Goetsch STR license filing, which was filed too late to schedule a public hearing at this Board meeting and was incomplete due to non-payment and other missing items, with the applicant Greg Goetsch who was present. Mr. Goetsch confirmed that since the effective date of the STR Code, they had one stay which is winding up currently of 4 days and

will have one more stay this upcoming weekend which will encompass another four days ending on September 24, 2019. He stated that they will then be finished with their stays due to a number of reasons. After further discussion and questions, the Board agreed not to cite for violations of the STR Code since they have these limited stays as stated by Mr. Goetsch in exchange for the Goetsches no longer using the address as an STR in the Town for the remainder of the license year after the stay ending September 24, 2019, otherwise Wilson is to proceed with prosecution for Code violations, on a motion by Sipsma, second Trotter, with Wilson to confirm in writing. Mr. Goetsch then confirmed this agreement.

Wilson then reported on other potential known STR's in the Town, and reported that a site on Bluebill Park Drive appears to still be operating in violation of the Code, so further investigation and citations may commence.

Wilson also raised potential amendments to the STR Code for adding aliases or business names to the application, adding a violation for advertising an STR if not licensed by the Town, and for requiring security systems. Wilson was directed to revise the application and prepare an amendment for review on advertising when not licensed as a code violation.

Wilson then reported with assistance from an audience member on actions taken regarding STR's by the Village of Waunakee.

After a report by Wilson and discussion, members of the Town Board were appointed to the make up the Town Tourism Commission with Grosskopf noted as the member to represent the hospitality industry due to his long experience in that field on a motion by Sipsma, second Trotter, and the Waunakee Area Chamber of Commerce was appointed as the Tourism Entity with instructions to report spending to the Tourism Commission for prior approval on a motion by Trotter, second Enge.

After a presentation by Wilson, the various Town Zoning Code Revisions (Signage, Outdoor Storage, and Accessory Building Plumbing Revisions) were referred to the Town Plan Commission for public hearing and report on a motion by Sipsma, second Enge.

Grosskopf and Wilson reported on items before the plan commission/committees. The Audit Committee recommended payment of bills as presented by the Administrator after questions were answered.

For Administrative Matters raised, Wilson reported he is out of the office on vacation from September 26 to October 4, and Grosskopf reported he will be missing the second October Board meeting for vacation and so Sipsma will be Acting Chair at that time.

For Miscellaneous Business or Forthcoming Events raised, Wilson reminded the Board that Board of Review is September 23 and maybe 24 starting at 6:00 p.m., to which Cuccia advised that he will be here Monday only, and Wilson reported that there is a Town Zoning Group Board of Appeals meeting on October 2 and confirmed that Trotter will attend for the Town.

Current bills were paid as presented by the Administrator and recommended by the Audit Committee after questions were answered on a motion by Sipsma, second Enge.

Motion to adjourn by Sipsma, second Trotter. The meeting adjourned at 8:45 p.m.

Thomas G. Wilson
Town Attorney/Administrator/Clerk-Treasurer

AGENDA ITEM #9:

Short Term Rental Code Revisions (Advertising,
Registered Guest, and Penalty Changes), and
General License Matter Status Items,
Discussion/Action

TOWN OF WESTPORT

ORDINANCE NO. 19 - _____

AN ORDINANCE TO AMEND CHAPTER 7-11, TOWN OF WESTPORT CODE OF ORDINANCES, RELATING TO SPECIFIC REGULATIONS AND LICENSING OF SHORT-TERM RENTALS IN THE TOWN OF WESTPORT, DANE COUNTY, WISCONSIN
(Occupants, Advertising, and Penalties)

WHEREAS, the Town through Ordinance 19-1 created Town of Westport Code Chapter 7-11, Regulations and Licensing of Short Term Rentals, effective August 30, 2019; and,

WHEREAS, the Town Board has been determined that some revisions are in order for Chapter 7-11 to reasonably supplement the provisions thereof in order to further protect the public interest.

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Board of Supervisors of the Town of Westport, Dane County, Wisconsin, that various sections of Chapter 7-11, Westport Town Code of Ordinances, shall be amended as follows:

SECTION 1: Section 7-11-3(e)(8) shall be repealed and recreated to provide as follows:

- (8) Any outdoor event held at the short-term rental shall last no longer than one day occurring between the hours of 8:00 am and 9:00 pm. Any activities shall be in compliance with other applicable noise regulations, except that quiet hours shall be kept from 9:00 pm to 8:00 am. *Only guests who have registered under subsection (16) may attend an outdoor or indoor event at the Property.*

SECTION 2: Section 7-11-3(e)(16) shall be repealed and recreated to provide as follows:

- (16) Each short-term rental shall provide a register and require all guests to register their true names, *date of birth*, and addresses before beginning occupancy of the short-term rental. The register shall be kept intact and available for inspection by representatives of the Town for at least one year.

SECTION 3: Section 7-11-3(f) shall be created to provide as follows:

- (f) *No Property Owner shall advertise through any form of media or communication the availability of a Short Term Rental unless previously licensed under this Chapter. Examples include advertising on any short-term rental internet site, including, but not limited to, VRBO, Airbnb, HomeAway, HotPads.com, Expedia, ShortTermHousing.com, and Craig's List.*

SECTION 4: Section 7-11-12(a) shall be repealed and recreated to provide as follows:

- (a) Any person who shall violate any provision of this Chapter shall be subject to a penalty *as follows: The greater of (i) \$1,000.00 per day of violation for each violation, or (ii) 150 % of the daily rental amount (prorated as necessary) paid by the tenant or renter for each day of violation incurred; and also including the Town’s actual and reasonable attorney fees incurred in enforcing the terms of this Chapter.*

The above and foregoing Ordinance was duly adopted by the Town Board of Supervisors of the Town of Westport, Dane County, Wisconsin at a regular meeting held on the ____ day of _____, 2019, by a vote of ____ ayes and ____ nays, ____ abstaining, and ____ not voting, and shall take effect the day after proper publication.

TOWN OF WESTPORT

By: _____
Dean A. Grosskopf, Town Board Chair

Attest: _____
Thomas G. Wilson,
Town Attorney/Administrator/Clerk-Treasurer

Approved: _____
Published: _____

AGENDA ITEM #10:

2020 Town Budget Items and Timing
Discussion/Action

Draft

2020 Operating Budget for Waunakee Area EMS

| **Proposed** | | | | | |
|----------------------------------|---------------------|----------------------|--------------------|--------------|--|
| | 2019 | 2020 | Difference | % Inc./Dec. | |
| 5000 Ambulance | | | | | |
| 5010 Fuel & Oil | \$ 9,500.00 | \$ 11,000.00 | \$ 1,500.00 | 15.79% | |
| 5020 Repair & Maintenance | 6,500.00 | 7,500.00 | 1,000.00 | 15.38% | |
| 5030 Amb Equipment | 4,000.00 | 4,000.00 | - | 0.00% | |
| 5040 Amb Replace Fund | 66,000.00 | 66,000.00 | - | 0.00% | |
| 5050 Amb Communications | 1,560.00 | 1,560.00 | - | 0.00% | |
| Total Ambulance | \$ 87,560.00 | \$ 90,060.00 | \$ 2,500.00 | 2.86% | |
| 5100 Building | | | | | |
| 5120 General Supplies | 2,500.00 | 2,500.00 | - | 0.00% | |
| 5130 Repair & Maintenance | 8,000.00 | 9,000.00 | 1,000.00 | 12.50% | |
| 5140 Bldg Improvements | 6,000.00 | 6,000.00 | - | 0.00% | |
| 5150 Building Conting Fund | 10,000.00 | 10,000.00 | - | 0.00% | |
| 5160 Building Remodel & Land | - | - | - | 0.00% | |
| 5170 Building & Grounds Mtnc W | 3,000.00 | 3,000.00 | - | 0.00% | |
| Total Building | \$ 29,500.00 | \$ 30,500.00 | \$ 1,000.00 | 3.39% | |
| 5200 General Operations | | | | | |
| 5210 Disposable Med Supp | \$ 45,000.00 | \$ 45,000.00 | \$ - | 0.00% | |
| 5220 Bank Service Charges | - | - | - | 0.00% | |
| 5230 Bad Debt Write Off | - | - | - | 0.00% | |
| 5240 Waunafest | 1,000.00 | 1,000.00 | - | 0.00% | |
| 5250 Special Events | 9,000.00 | 8,000.00 | (1,000.00) | -11.11% | |
| 5260 Miscellaneous | 250.00 | 250.00 | - | 0.00% | |
| 5270 Gen Contingency Fund | - | - | - | 0.00% | |
| 5280 Picnic Supplies | 1,700.00 | 1,200.00 | (500.00) | -29.41% | |
| 5290 Legal Fees | - | 5,000.00 | 5,000.00 | - | |
| Total General Operations | \$ 56,950.00 | \$ 60,450.00 | \$ 3,500.00 | 6.15% | |
| 5300 Equipment | | | | | |
| 5310 Cell Phones & Service | \$ 900.00 | \$ 900.00 | \$ - | 0.00% | |
| 5320 Pagers & Radios | 2,500.00 | 2,500.00 | - | 0.00% | |
| 5330 Non-Ambulance Equip | 750.00 | 750.00 | - | 0.00% | |
| 5340 Repair & Maintenance | 1,500.00 | 1,500.00 | - | 0.00% | |
| 5350 Defibrillator Maintenance | 3,276.00 | 3,500.00 | 224.00 | 6.84% | |
| 5360 Radio Maintenance | 1,000.00 | 1,000.00 | - | 0.00% | |
| 5370 Defibrillator Replace Fund | 5,000.00 | 5,000.00 | - | 0.00% | |
| 5380 MDT Fund | 1,500.00 | 1,500.00 | - | 0.00% | |
| 5390 Capital Reserve Fund | - | - | - | 0.00% | |
| Total Equipment | \$ 16,426.00 | \$ 16,650.00 | \$ 224.00 | 1.36% | |
| 5400 Office | | | | | |
| 5410 Utilities | \$ 16,000.00 | \$ 16,000.00 | \$ - | 0.00% | |
| 5420 Telephone | 2,400.00 | 2,400.00 | - | 0.00% | |
| 5430 Postage | 450.00 | 450.00 | - | 0.00% | |
| 5440 Office Equipment | 2,500.00 | 6,500.00 | 4,000.00 | 160.00% | |
| 5450 Office Supplies | 750.00 | 1,250.00 | 500.00 | 66.67% | |
| 5455 Internet | 1,020.00 | 1,020.00 | - | 0.00% | |
| 5460 Computer Software | 4,700.00 | 4,700.00 | - | 0.00% | |
| 5465 Printed Materials | 425.00 | 425.00 | - | 0.00% | |
| 5470 Annual Audit | - | - | - | 0.00% | |
| 5480 Insurance | 14,000.00 | 14,000.00 | - | 0.00% | |
| 5490 Mileage Reimbursement | 1,500.00 | 1,500.00 | - | 0.00% | |
| 5495 Billing Service (LifeQuest) | 53,000.00 | 53,000.00 | - | 0.00% | |
| Total Office | \$ 96,745.00 | \$ 101,245.00 | \$ 4,500.00 | 4.65% | |
| 6000 Personnel | | | | | |
| 6010 General Personnel | \$ 12,000.00 | \$ 12,000.00 | \$ - | 0.00% | |
| 6020 Coats & Jackets | 1,500.00 | 1,500.00 | - | 0.00% | |
| 6030 Uniforms | 10,000.00 | 10,000.00 | - | 0.00% | |
| 6040 Immunizations & Testing | 300.00 | 300.00 | - | 0.00% | |
| 6050 Gift & Recognition Items | 8,000.00 | 8,000.00 | - | 0.00% | |
| Total Personnel | \$ 31,800.00 | \$ 31,800.00 | \$ - | 0.00% | |

| | | | | | |
|--------------------------------|------------------------------|---------------|----------------|---------------|---------|
| 6100 | Training | | | | |
| 6120 | Professional Memberships | 950.00 | 950.00 | - | 0.00% |
| 6140 | EMT Basic Training | 3,000.00 | 3,000.00 | - | 0.00% |
| 6150 | EMT Continuing Education | 6,000.00 | 6,000.00 | - | 0.00% |
| 6160 | EMT National Registry | 150.00 | 150.00 | - | 0.00% |
| 6170 | Refresher & EVOC | 1,000.00 | 1,000.00 | - | 0.00% |
| 6180 | CPR Training Aids/Instruct | 1,500.00 | 1,500.00 | - | 0.00% |
| 6190 | Community Education | 5,000.00 | 5,000.00 | - | 0.00% |
| Total Training | | \$ 17,600.00 | \$ 17,600.00 | \$ - | 0.00% |
| 6200 | Admin Wages & Stipends | | | | |
| 6210 | Service Director Wages | \$ 91,027.26 | \$ 87,550.00 | \$ (3,477.26) | -3.82% |
| 6220 | Service Admin Wages | 51,125.00 | 62,693.51 | 11,568.51 | 22.63% |
| 6230 | Board Member Stipends | 18,000.00 | 24,000.00 | 6,000.00 | 33.33% |
| 6240 | Medical Director Stipends | 3,600.00 | 23,600.00 | 20,000.00 | 100.00% |
| Total Admin Wages & Stipends | | \$ 163,752.26 | \$ 197,843.51 | \$ 34,091.25 | 20.82% |
| 6300 | Operational Wages & Stipends | | | | |
| 6310 | Volunteer Stipend | 71,684.00 | \$ 71,684.00 | \$ - | 0.00% |
| 6320 | Employee Wages | 137,238.02 | 281,364.61 | 144,126.59 | 105.02% |
| 6330 | Overtime | 7,500.00 | 10,000.00 | 2,500.00 | 33.33% |
| 6340 | Part-Time Employees | 50,000.00 | 50,000.00 | - | 0.00% |
| Total Ops Wages & Stipends | | \$ 266,422.02 | \$ 413,048.61 | \$ 146,626.59 | 55.04% |
| 6400 | Payroll Taxes & Benefits | | | | |
| 6410 | Payroll Taxes | \$ 33,137.83 | \$ 46,962.75 | \$ 13,824.92 | 41.72% |
| 6420 | Health Insurance | 80,348.40 | 111,382.68 | 31,034.28 | 38.62% |
| 6430 | Retirement Contributions | 30,754.64 | 51,844.79 | 21,090.15 | 68.58% |
| 6440 | Life Insurance | 450.00 | 660.00 | 210.00 | 46.67% |
| 6450 | Income Continuation Ins | 590.00 | 590.00 | - | 0.00% |
| 6460 | Workers' Comp Insurance | 21,000.00 | 21,000.00 | - | 0.00% |
| Total Payroll Taxes & Benefits | | \$ 166,280.87 | \$ 232,440.22 | \$ 66,159.35 | 39.79% |
| Total Expenses | | \$ 933,036.15 | \$1,191,637.35 | \$ 258,601.20 | 27.72% |

Income

| | 2019 Budget | 2020 Estimate | Difference | % Inc./Dec. |
|----------------------------|---------------|----------------|--------------|-------------|
| Assessed to Municipalities | \$ 380,362.50 | \$ 429,360.00 | \$ 48,997.50 | 12.88% |
| Generated from Operations | 557,043.73 | 600,000.00 | 42,956.27 | 7.71% |
| Totals | \$ 937,406.23 | \$1,029,360.00 | \$ 91,953.77 | 9.81% |

| | 2019 | | 2020 | | Change |
|---------------------|------------|---------------|------------|---------------|---------|
| | Population | Assessment | Population | Assessment | |
| Town of Dane | 1001 | \$ 17,517.50 | 501 | \$ 10,020.00 | -42.80% |
| Village of Dane | 1099 | 19,232.50 | 1102 | 22,040.00 | 14.60% |
| Town of Springfield | 1541 | 26,967.50 | 1572 | 31,440.00 | 16.58% |
| Town of Vienna | 401 | 7,017.50 | 401 | 8,020.00 | 14.29% |
| Village of Waunakee | 13675 | 239,312.50 | 13855 | 277,100.00 | 15.79% |
| Town of Westport | 4018 | 70,315.00 | 4037 | 80,740.00 | 14.83% |
| Totals | 21735 | \$ 380,362.50 | 21468 | \$ 429,360.00 | |

(Population change = -267)

| | | |
|---------------|----------|----------|
| Rate / Person | \$ 17.50 | \$ 20.00 |
|---------------|----------|----------|

WAEMS
2020 Budget Notes

AMBULANCE

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|---|-----------------|
| 5010 – Fuel & Oil | \$11,000 |
| Slight increase to cover fuel costs of the jump car. | |
| 5020 – Repair and Maintenance | \$7,500 |
| Slight increase to account for maintenance on aging trucks and to prepare current Trucks for sale. | |
| 5030 – Ambulance Equipment | \$4,000 |
| Non-disposable equipment for ambulances. There is no change from 2019. Our equipment is in good shape and the majority were replaced throughout the last couple of years. | |
| 5040 – Ambulance Replacement Fund | \$66,000 |
| Dedicated sinking fund for purchase of two new ambulances on a five year replacement cycle (2020). | |
| 5050 – Ambulance Communications | \$1,560 |
| Expenses related to Mobile Data Terminal and CAD software for both ambulances. This amount includes monthly data charges for wireless internet to operate the CAD and report software as well as the modems for the 12-lead telemetry. No change from 2019. | |

BUILDING

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| 5120 – General Supplies | \$2,500 |
| Miscellaneous cleaning and paper products for building, random item needs relating to the building in general and landscaping materials. No changes from 2019. | |
| 5130 – Repair and Maintenance | \$9,000 |
| Building repair and general maintenance expenses. Increase from 2019 mainly to account for rising historical costs as building ages. | |
| 5140 – Building Improvements | \$6,000 |
| No change from 2019. | |
| 5150 – Building Contingency Fund | \$10,000 |
| Designated fund for unplanned building capital costs. No change from 2019. | |
| 5170 – Building and Grounds Maintenance Wages | \$3,000 |
| Wages for part-time employee performing routine and random maintenance tasks throughout the building and property. No change from 2019. | |

GENERAL OPERATIONS

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| 5210 – Disposable Medical Supplies | \$45,000 |
| Replacement of all disposal medical supplies used on day to day emergency medical calls. All disposable supplies used are billed back to the patients that they were used on. We switched over to a new vendor this year that brought significant savings. Those savings will be used to offset the added costs of new equipment needed for the paramedic level. | |
| 5220 – Bank Service Charges | \$0 |
| Occasional service charge for moving funds between accounts. No change from 2019. | |
| 5240 – Waunafest | \$1,000 |
| Expenses related to events throughout the annual Waunafest weekend. No change from 2019. | |
| 5250 – Special Events | \$8,000 |
| Volunteer recognition expenses. Includes annual dinner, summer appreciation event and formal holiday dinner. Slight decrease based off historical needs. | |
| 5260 – Miscellaneous | \$250 |
| 2017 includes five (5) year Medicare revalidation expenses. Covers any miscellaneous expenses that arise. No change from 2019. | |
| 5280 – Picnic Supplies | \$1,200 |
| Expenses associated with annual community picnic/open house during EMS week. Lowered to reflect average expenses. | |
| 5290 – Legal Fees | \$5,000 |
| New account for 2020. | |

EQUIPMENT

| | |
|--|----------------|
| 5310 – Cell Phones & Service | \$900 |
| Service for cell phones on ambulances and for Director's cell phone. No change from 2019. | |
| 5320 – Pagers and Radios | \$2,500 |
| Purchasing of new pagers, radios, chargers etc. We have an ample stock of both radios and pagers. Will be continuing to slowly update pagers. No change from 2019. | |
| 5330 – Non-Ambulance Equipment | \$750 |
| Miscellaneous equipment not ambulance related. No change from 2019. | |
| 5340 – Repair & Maintenance | \$1,500 |

Covers unexpected repairs to equipment both throughout the building and on the ambulances. No change from 2019.

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| 5350 – Defibrillator Maintenance | \$3,500 |
| Contracted maintenance of LifePak 15 Monitor/Defibrillators in ambulances. Our agreement runs through August of 2020. Slight increase is an estimate based off past price increases. | |
| 5360 – Radio Maintenance | \$1,000 |
| Maintenance on Mobile and portable radios. No change from 2019. | |
| 5370 – Defibrillator Replacement Fund | \$5,000 |
| Sinking fund for replacement of two LifePak defibrillator/monitor units. These units are on a ten (10) year replacement cycle with a projected cost of \$25k each. | |
| 5380 – MDT Fund | \$1,500 |
| Sinking fund for replacement of Mobile Data Terminals (MDT) in each ambulance. Each unit is on a four (4) year replacement cycle with an estimated cost of \$3,000 per unit. No change from 2019. | |

Office

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| 5410 – Utilities | \$16,000 |
| This covers all costs related to building utilities. No change from 2019. | |
| 5420 – Telephone | \$2,400 |
| \$140/month for 6 lines. No change from 2019. | |
| 5430 – Postage | \$450 |
| No change from 2019. | |
| 5440 – Office Equipment | \$6,500 |
| Printer maintenance, copier lease, and usage charges. \$4,000 increase to replace one computer and the server. | |
| 5450 – Office Supplies | \$1,250 |
| Covers all general office supplies. Increase to reflect historical trends. | |
| 5455 – Internet | \$1,020 |
| Building internet access. No change from 2019. | |
| 5460 – Computer Software | \$4,700 |
| Scheduling, antivirus, Microsoft Office, Quickbooks and report softwares. No change from 2019. | |
| 5465 – Printed Materials | \$425 |
| No change from 2019 | |

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| 5480 – Insurance | \$14,000 |
| General and commercial liability insurance as well as building and capital equipment replacement insurance. No change from 2019. | |

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| 5490 – Mileage Reimbursement | \$1,500 |
| Reimbursement for employee and volunteer members that use their personal vehicle for business purposes. No change from 2019. | |

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| 5495 – Billing Service (LifeQuest) | \$53,000 |
| Percentage paid to billing company for services rendered. This amount is directly effected by amount of moneys received from patients and insurance. We currently are charged 8, 22, and 33 percent per dollar received depending on if the bill is currently in phase I, II, or III respectively. No change from 2019 as we are not projecting any large changes in revenue for 2020. | |

Personnel

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|--|-----------------|
| 6010 – General Personnel | \$12,000 |
| Covers general costs related to personnel amenities. No change for 2019. | |

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|-----------------------------------|----------------|
| 6020 – Coats & Jackets | \$1,500 |
| No change from 2019. | |

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|---|-----------------|
| 6030 – Uniforms | \$10,000 |
| Provides members with mandatory “on-duty” uniform. No change from 2019. | |

| | |
|--|--------------|
| 6040 – Immunizations & Testing | \$300 |
| Provides members with annual flu shots. No change from 2019. | |

| | |
|--|----------------|
| 6050 – Gift & Recognition Items | \$8,000 |
| Years of service awards and recognition at annual dinner. No change from 2019. | |

Training

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|---|--------------|
| 6120 – Professional Memberships | \$950 |
| Department memberships for PAAW and WEMSA. No change from 2017. | |

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| 6140 – EMT Basic Training | \$3,000 |
| Tuition, textbooks, exam fees, etc for new volunteers going to EMT Basic class. This line is supplemented through the State Funding Assistance Program (FAP). No change from 2019. | |

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| 6150 – EMT Continuing Education | \$6,000 |
| Tuition, textbooks, exam fees, etc for AEMT classes and refreshers as well as CPR card fees and outside trainings. No change from 2019. | |

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|--|--------------|
| 6160 – EMT National Registry | \$150 |
| Fees associated with maintaining members’ National Registry Certification. Not all | |

members have their NREMT but we maintain it for those that do. No change from 2017.

| | |
|---|----------------|
| 6170 – Refresher & EVOC | \$1,000 |
| Tuition for refreshers and EVOC instructor courses. These costs are also offset by FAP funding. No change from 2019. | |
| 6180 – CPR Training Aids/ Instructors | \$1,500 |
| Maintains CPR training manikins and aides as well as pays CPR instructors. Decrease from 2016 to reflect historical needs and decreasing CPR instructing needs. | |
| 6190 – Community Education | \$5,000 |
| Educational posters/displays and educational pamphlets etc. This line is used to fund the community EMS program being developed. No change from 2019. | |

Administrative Wages and Stipends

| | |
|---|--------------------|
| 6210 – Service Director Wages | \$87,550 |
| Service Director Salary per contract. This number includes a potential 3% increase. | |
| 6220 – Service Administrator Wages | \$62,693.51 |
| Service Administrator Salary. This salary includes a 3% merit increase at the anniversary date as well as the potential increase for obtaining a paramedic license in August. | |
| 6230 – Officer Stipends | \$24,000 |
| Monthly stipends to account for extra duties of the officers. There is a slight increase in stipend amount from previous years. | |
| 6240 – Medical Director Stipends | \$23,600 |
| Stipends paid to Medical Director for services rendered. Increase due to bringing in additional medical director assistance for the new licensure level. | |

Operational Wages & Stipends

| | |
|--|---------------------|
| 6310 – Volunteer Stipends | \$71,684 |
| Covers stipends for volunteers including scheduled hours, in-house trainings, outside trainings, and responses to back-up calls. No change from 2019. | |
| 6320 – Employee Wages | \$281,364.61 |
| Includes potential 3% increase in wages for three full time employees at their anniversary dates as well as placement on the wage scale for paramedic licensure upon obtaining license and going live with the new licensure level. It also includes the hiring of three (3) new employees at the starting line of the wage scale. | |
| 6330 – Overtime | \$10,000 |
| Overtime contingency to cover schedule openings not filled by volunteers and time spent on medical calls that may go over allotted workday. Allows for | |

approximately 500 hours of overtime. Increase from 2019 to account for projected schedule openings during the transition period.

| | |
|--|-----------------|
| 6340 – Part Time Employees | \$50,000 |
| Covers part time employee wages to cover schedule openings where needed. No changes from 2019. | |

Payroll Taxes & Benefits

| | |
|-----------------------------------|--------------------|
| 6410 – Payroll Taxes | \$46,962.75 |
| 7.65% payroll taxes on all wages. | |

| | |
|--|---------------------|
| 6420 – Health Insurance | \$111,382.68 |
| Total employer share of health insurance. This includes one (1) single plan and four (4) family plans as well as an addition three (3) plans projected at family rates to account for the new employees starting mid-year. | |

| | |
|---|--------------------|
| 6430 – Retirement Contributions | \$51,844.79 |
| Employer paid WRS contributions for employees. Employer contributions for 2020 are 11.74% for protective service employees, increased from 10.7% in 2019. | |

| | |
|---|--------------|
| 6440 – Life Insurance | \$660 |
| Basic Group Life insurance premiums for five employees. Supplemental and additional coverage is available at the employees’ expense. Increase due to new employees starting mid-year. | |

| | |
|---|--------------|
| 6450 – Income Continuation Insurance | \$590 |
| Income continuation insurance premiums for employees. The last few years have seen a “premium holiday” and it sounds like that will be the case again for 2020. This line will be updated upon final notice of whether or not a holiday will be realized. | |

| | |
|--|-----------------|
| 6460 – Workers Comp Insurance | \$21,000 |
| Workers’ Comp Insurance premiums. Although 2019 saw a savings, it is projected to back to more historical rates with the addition of the new employees mid-year. | |

2020 Health Insurance Figures

| 2019 Monthly Premiums PO12 | | | | | | |
|----------------------------|-----------------|----------|------------|-----------------|----------|------------|
| | Single Coverage | | | Family Coverage | | |
| Carrier | Employer | Employee | Total Cost | Employer | Employee | Total Cost |
| Dean | 582.68 | 87.12 | 669.80 | 1,429.55 | 214.11 | 1,643.66 |
| GHC-SCW | 582.68 | 88.42 | 671.10 | 1,429.55 | 217.35 | 1,646.90 |
| Quartz UW | 582.68 | 62.82 | 645.50 | 1,429.55 | 153.35 | 1,582.90 |

| 2020 Monthly Premiums PO12 | | | | | | |
|----------------------------|-----------------|----------|------------|-----------------|----------|------------|
| | Single Coverage | | | Family Coverage | | |
| Carrier | Employer | Employee | Total Cost | Employer | Employee | Total Cost |
| Dean | 613.56 | 99.08 | 712.64 | 1,504.40 | 243.68 | 1748.08 |
| GHC-SCW | 613.56 | 105.96 | 719.52 | 1,504.40 | 260.88 | 1765.28 |
| Quartz UW | 613.56 | 45.96 | 659.52 | 1,504.40 | 110.88 | 1615.28 |

| 2020 Monthly Premiums PO2 (Dental) | | | | | | |
|------------------------------------|-----------------|----------|------------|-----------------|----------|------------|
| | Single Coverage | | | Family Coverage | | |
| Carrier | Employer | Employee | Total Cost | Employer | Employee | Total Cost |
| Dean | 640.14 | 102.7 | 742.84 | 1,570.84 | 252.74 | 1823.58 |
| GHC-SCW | 640.14 | 109.58 | 749.72 | 1,570.84 | 269.94 | 1840.78 |
| Quartz UW | 640.14 | 49.58 | 689.72 | 1,570.84 | 119.94 | 1690.78 |

| | |
|-----------------------------|--------------------|
| PO 12 Total Department Cost | \$ 111,382.68 |
| PO 2 Total Department Cost | 116,069.64 |
| Total Cost to Add Dental | <u>\$ 4,686.96</u> |

DRAFT
Middleton Fire District
2020 MIFD Budget Overview

V 08/15/19

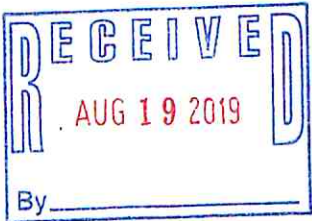
Draft

| Operating Budget | | 2019 | Town of Westport | Town of Springfield | Town of Middleton | City of Middleton | 2020 | Town of Westport | Town of Springfield | Town of Middleton | City of Middleton |
|--------------------------------------|--------------|----------------|------------------|---------------------|-------------------|-------------------|----------------|------------------|---------------------|-------------------|-------------------|
| 110 Wages | \$423,676.61 | \$23,429.32 | \$22,920.90 | \$100,580.83 | \$276,745.56 | \$432,150.15 | \$24,416.48 | \$22,212.52 | \$101,382.43 | \$284,138.72 | |
| 111 PT Wages | \$26,507.00 | \$1,465.84 | \$1,434.03 | \$6,292.76 | \$17,314.37 | \$27,038.00 | \$1,527.65 | \$1,389.75 | \$6,343.11 | \$17,777.49 | |
| 122 Quarterly Stipend | \$192,578.00 | \$10,649.56 | \$10,418.47 | \$45,718.02 | \$125,791.95 | \$196,431.00 | \$11,098.35 | \$10,096.55 | \$46,082.71 | \$129,153.38 | |
| 135 Longevity | \$13,792.10 | \$762.70 | \$746.15 | \$3,274.24 | \$9,009.00 | \$14,410.00 | \$814.16 | \$740.67 | \$3,380.59 | \$9,474.57 | |
| 145 Unemployment Wages | \$350.00 | \$19.36 | \$18.94 | \$83.09 | \$228.62 | \$350.00 | \$19.78 | \$17.99 | \$82.11 | \$230.13 | |
| 190 Fringe Benefits-Other | \$3,635.00 | \$201.02 | \$196.65 | \$862.95 | \$2,374.38 | \$3,635.00 | \$205.38 | \$186.84 | \$852.77 | \$2,390.01 | |
| 191 Volunteer Fire Retention Program | \$107,000.00 | \$5,917.10 | \$5,788.70 | \$25,401.80 | \$69,892.40 | \$107,000.00 | \$6,045.50 | \$5,499.80 | \$25,102.20 | \$70,352.50 | |
| 192 Retirement | \$55,389.73 | \$3,063.05 | \$2,996.58 | \$13,149.52 | \$36,180.57 | \$60,864.05 | \$3,438.82 | \$3,128.41 | \$14,278.71 | \$40,018.11 | |
| 193 FICA | \$33,028.70 | \$1,826.49 | \$1,786.85 | \$7,841.01 | \$21,574.35 | \$33,689.45 | \$1,903.45 | \$1,731.64 | \$7,903.54 | \$22,150.81 | |
| 194 Health Insurance | \$93,756.44 | \$5,184.73 | \$5,072.22 | \$22,257.78 | \$61,241.71 | \$99,381.85 | \$5,615.07 | \$5,108.23 | \$23,314.98 | \$65,343.57 | |
| 195 Dental Insurance | \$12,810.00 | \$708.39 | \$693.02 | \$3,041.09 | \$8,367.49 | \$12,810.00 | \$723.77 | \$658.43 | \$3,005.23 | \$8,422.58 | |
| 210 Office Supplies | \$4,000.00 | \$221.20 | \$216.40 | \$949.60 | \$2,612.80 | \$4,000.00 | \$226.00 | \$205.60 | \$938.40 | \$2,630.00 | |
| 220 Sup. & Mat. | \$56,250.00 | \$3,110.63 | \$3,043.13 | \$13,353.75 | \$36,742.50 | \$56,250.00 | \$3,178.13 | \$2,891.25 | \$13,196.25 | \$36,984.38 | |
| 240 Computer Software & Support | \$6,500.00 | \$359.45 | \$351.65 | \$1,543.10 | \$4,245.80 | \$6,500.00 | \$367.25 | \$334.10 | \$1,524.90 | \$4,273.75 | |
| 280 Communications | \$5,000.00 | \$276.50 | \$270.50 | \$1,187.00 | \$3,266.00 | \$5,000.00 | \$282.50 | \$257.00 | \$1,173.00 | \$3,287.50 | |
| 290 Uniform & Equipment | \$4,500.00 | \$248.85 | \$243.45 | \$1,068.30 | \$2,939.40 | \$4,500.00 | \$254.25 | \$231.30 | \$1,055.70 | \$2,958.75 | |
| 300 Legal Services | \$5,000.00 | \$276.50 | \$270.50 | \$1,187.00 | \$3,266.00 | \$5,000.00 | \$282.50 | \$257.00 | \$1,173.00 | \$3,287.50 | |
| 340 Building Materials | \$22,000.00 | \$1,216.60 | \$1,190.20 | \$5,222.80 | \$14,370.40 | \$22,000.00 | \$1,243.00 | \$1,130.80 | \$5,161.20 | \$14,465.00 | |
| 350 Station 2 Rent | \$142,400.00 | \$7,874.72 | \$7,703.84 | \$33,805.76 | \$93,015.68 | \$142,400.00 | \$8,045.60 | \$7,319.36 | \$33,407.04 | \$93,628.00 | |
| 410 Equip. Maintenance | \$44,875.00 | \$2,481.59 | \$2,427.74 | \$10,653.33 | \$29,312.35 | \$44,875.00 | \$2,535.44 | \$2,306.58 | \$10,527.68 | \$29,505.31 | |
| 420 Motor Fuel & Lube | \$17,000.00 | \$940.10 | \$919.70 | \$4,035.80 | \$11,104.40 | \$17,000.00 | \$960.50 | \$873.80 | \$3,988.20 | \$11,177.50 | |
| 440 Training | \$15,250.00 | \$843.33 | \$825.03 | \$3,620.35 | \$9,961.30 | \$15,250.00 | \$861.63 | \$783.85 | \$3,577.65 | \$10,026.88 | |
| 441 Health Maintenance | \$21,000.00 | \$1,161.30 | \$1,136.10 | \$4,985.40 | \$13,717.20 | \$21,000.00 | \$1,186.50 | \$1,079.40 | \$4,926.60 | \$13,807.50 | |
| 445 Memberships | \$4,250.00 | \$235.03 | \$229.93 | \$1,008.95 | \$2,776.10 | \$4,250.00 | \$240.13 | \$218.45 | \$997.05 | \$2,794.38 | |
| 460 Insurance | \$71,400.00 | \$3,948.42 | \$3,862.74 | \$16,950.36 | \$46,638.48 | \$71,400.00 | \$4,034.10 | \$3,669.96 | \$16,750.44 | \$46,945.50 | |
| 470 Utilities | \$84,100.00 | \$4,650.73 | \$4,549.81 | \$19,965.34 | \$54,934.12 | \$84,100.00 | \$4,751.65 | \$4,322.74 | \$19,729.86 | \$55,295.75 | |
| 480 Data Processing | \$7,000.00 | \$387.10 | \$378.70 | \$1,661.80 | \$4,572.40 | \$7,000.00 | \$395.50 | \$359.80 | \$1,642.20 | \$4,602.50 | |
| 485 Meals | \$5,500.00 | \$304.15 | \$297.55 | \$1,305.70 | \$3,592.60 | \$5,500.00 | \$310.75 | \$282.70 | \$1,290.30 | \$3,616.25 | |
| 490 Other Expenses | \$11,220.00 | \$620.47 | \$607.00 | \$2,663.63 | \$7,328.90 | \$11,220.00 | \$633.93 | \$576.71 | \$2,632.21 | \$7,377.15 | |
| | | \$1,489,768.58 | \$82,384.20 | \$80,596.48 | \$353,671.06 | \$973,116.84 | \$1,515,004.50 | \$85,597.75 | \$77,871.23 | \$355,420.06 | \$996,115.46 |

| Capital Budget | | 2019 | 2020 |
|----------------|--------------|--------------|--------------|
| (Page 5) | \$295,000.00 | \$16,313.50 | \$15,959.50 |
| | \$70,033.00 | \$192,694.00 | \$295,000.00 |
| | \$16,667.50 | \$15,163.00 | \$69,207.00 |
| | \$193,962.50 | | |

| Income | | 2019 | 2020 |
|------------------------------------|----------------|----------------|----------------|
| State of Wisconsin 2% Income | \$(188,048.00) | \$(13,476.00) | \$(6,784.00) |
| 800-4693-00 Petroleum Tank Program | \$(15,370.00) | \$(849.96) | \$(831.52) |
| 800-4694-00 Fitness Program Income | \$(18,020.00) | \$(996.51) | \$(974.88) |
| | \$(221,438.00) | \$(15,322.47) | \$(8,570.40) |
| | | \$(55,021.79) | \$(142,523.35) |
| | | \$(243,726.00) | \$(16,430.13) |
| | | \$(9,212.63) | \$(58,886.09) |
| | | \$(159,197.15) | |

| Total | | 2019 | 2020 |
|------------------------------|----------------|----------------|----------------|
| Operating + Capital - Income | \$1,563,330.58 | \$83,375.24 | \$87,985.58 |
| | \$368,682.27 | \$1,023,287.49 | \$1,566,278.50 |
| | \$85,835.12 | \$83,821.60 | \$365,740.96 |
| | \$1,030,880.81 | | |



2020 DRAFT
Budget Detail Page 2

V 08/15/19

| 111 Part-time Wages | | | Town of | Town of | Town of | City of |
|----------------------------|-------------|------------------------|------------|-------------|------------|-------------|
| | 2019 | 2020 | Westport | Springfield | Middleton | Middleton |
| Custodial | \$13,390.00 | \$13,658.00 | \$771.68 | \$702.02 | \$3,204.17 | \$8,980.14 |
| Petroleum Tank Inspections | \$- | \$- | \$- | \$- | \$- | \$- |
| Fitness/Training Care | \$3,230.00 | \$3,295.00 | \$186.17 | \$169.36 | \$773.01 | \$2,166.46 |
| Community Education | \$1,615.00 | \$1,647.00 | \$93.06 | \$84.66 | \$386.39 | \$1,082.90 |
| Hose Testing | \$2,177.00 | \$2,221.00 | \$125.49 | \$114.16 | \$521.05 | \$1,460.31 |
| Pump Testing | \$618.00 | \$630.00 | \$35.60 | \$32.38 | \$147.80 | \$414.23 |
| Misc. PT | \$5,477.00 | \$5,587.00 | \$315.67 | \$287.17 | \$1,310.71 | \$3,673.45 |
| Sub Total | \$26,507.00 | \$27,038.00 (Line 122) | \$1,527.65 | \$1,389.75 | \$6,343.11 | \$17,777.49 |
| FICA | \$2,027.79 | \$2,068.41 (Line 193) | \$116.86 | \$106.32 | \$485.25 | \$1,359.98 |
| Total | \$28,534.79 | \$29,106.41 | \$1,644.51 | \$1,496.07 | \$6,828.36 | \$19,137.46 |

122 Quarterly Stipend

Estimated Line Officer Stipend Pool

| | | | | | | | |
|-----------------|-------------|-----------------|------------|------------|------------|-------------|-------------|
| Battalion Chief | \$7,854.00 | Battalion Chief | \$8,011.00 | \$452.62 | \$411.77 | \$1,879.38 | \$5,267.23 |
| Battalion Chief | \$7,854.00 | Battalion Chief | \$8,011.00 | \$452.62 | \$411.77 | \$1,879.38 | \$5,267.23 |
| Captain | \$5,884.00 | Captain | \$6,002.00 | \$339.11 | \$308.50 | \$1,408.07 | \$3,946.32 |
| Captain | \$5,884.00 | Captain | \$6,002.00 | \$339.11 | \$308.50 | \$1,408.07 | \$3,946.32 |
| Captain | \$5,884.00 | Captain | \$6,002.00 | \$339.11 | \$308.50 | \$1,408.07 | \$3,946.32 |
| Captain | \$5,884.00 | Captain | \$6,002.00 | \$339.11 | \$308.50 | \$1,408.07 | \$3,946.32 |
| Captain | \$5,884.00 | Captain | \$6,002.00 | \$339.11 | \$308.50 | \$1,408.07 | \$3,946.32 |
| Captain | \$5,884.00 | Captain | \$6,002.00 | \$339.11 | \$308.50 | \$1,408.07 | \$3,946.32 |
| Sub Total | \$51,012.00 | \$52,034.00 | (Line 122) | \$2,939.92 | \$2,674.55 | \$12,207.18 | \$34,212.36 |
| FICA | \$3,902.42 | \$3,980.60 | (Line 193) | \$224.90 | \$204.60 | \$933.85 | \$2,617.25 |
| Total | \$54,914.42 | \$56,014.60 | | \$3,164.82 | \$2,879.15 | \$13,141.03 | \$36,829.60 |

Training

| | | | | | | |
|-----------|-------------|------------------------|------------|------------|-------------|-------------|
| Sub Total | \$39,205.00 | \$39,989.00 (Line 122) | \$2,259.38 | \$2,055.43 | \$9,381.42 | \$26,292.77 |
| FICA | \$2,999.18 | \$3,059.16 (Line 193) | \$172.84 | \$157.24 | \$717.68 | \$2,011.40 |
| Total | \$42,204.18 | \$43,048.16 | \$2,432.22 | \$2,212.68 | \$10,099.10 | \$28,304.16 |

Fire Incident Pay

| | | | | | | |
|-----------|--------------|-------------------------|------------|------------|-------------|-------------|
| Sub Total | \$102,361.00 | \$104,408.00 (Line 122) | \$5,899.05 | \$5,366.57 | \$24,494.12 | \$68,648.26 |
| FICA | \$7,830.62 | \$7,987.21 (Line 193) | \$451.28 | \$410.54 | \$1,873.80 | \$5,251.59 |
| Total | \$110,191.62 | \$112,395.21 | \$6,350.33 | \$5,777.11 | \$26,367.92 | \$73,899.85 |

| | | | | | | |
|-----------------------------|--------------|--------------|-------------|-------------|-------------|--------------|
| 122 Quarterly Stipend Total | \$192,578.00 | \$196,431.00 | \$11,098.35 | \$10,096.55 | \$46,082.71 | \$129,153.38 |
|-----------------------------|--------------|--------------|-------------|-------------|-------------|--------------|

2020 DRAFT
Budget Detail Page 3

V 08/15/19

| Chief (Hire date: 9/1/07) | 2019 | 2020 | Town of Westport | Town of Springfield | Town of Middleton | City of Middleton |
|---------------------------|--------------|-------------------------|---------------------|------------------------|----------------------|----------------------|
| | \$100,546.07 | \$102,556.99 (Line 110) | \$5,794.47 | \$5,271.43 | \$24,059.87 | \$67,431.22 |
| FICA | \$1,457.92 | \$1,487.08 (Line 193) | \$84.02 | \$78.44 | \$348.87 | \$977.75 |
| Health Ins. | \$17,329.60 | \$18,369.38 (Line 194) | \$1,037.87 | \$944.19 | \$4,309.46 | \$12,077.87 |
| Dental Program | \$2,438.10 | \$2,438.10 (Line 195) | \$137.75 | \$125.32 | \$571.98 | \$1,603.05 |
| Retirement | \$15,031.64 | \$16,665.51 (Line 192) | \$941.60 | \$856.61 | \$3,909.73 | \$10,957.57 |
| Longevity (3%) | \$3,016.38 | \$3,076.71 (Line 135) | \$173.83 | \$158.14 | \$721.80 | \$2,022.94 |
| Sub Total | \$139,819.71 | \$144,593.77 | \$8,169.55 | \$7,432.12 | \$33,921.70 | \$95,070.40 |

| Assistant Chief / Head of Maintenance (Hire date: 1-1-07) | 2019 | 2020 | Town of Westport | Town of Springfield | Town of Middleton | City of Middleton |
|---|--------------|------------------------|---------------------|------------------------|----------------------|----------------------|
| | \$84,304.75 | \$85,990.85 (Line 110) | \$4,858.48 | \$4,419.93 | \$20,173.45 | \$56,538.98 |
| FICA | \$1,222.42 | \$1,246.87 (Line 193) | \$70.45 | \$64.09 | \$292.52 | \$819.82 |
| Health Ins. | \$17,329.60 | \$18,369.38 (Line 194) | \$1,037.87 | \$944.19 | \$4,309.46 | \$12,077.87 |
| Dental Program | \$2,438.10 | \$2,438.10 (Line 195) | \$137.75 | \$125.32 | \$571.98 | \$1,603.05 |
| Retirement | \$12,603.56 | \$13,973.51 (Line 192) | \$789.50 | \$718.24 | \$3,278.19 | \$9,187.58 |
| Longevity (3%) | \$2,529.14 | \$2,579.73 (Line 135) | \$145.75 | \$132.60 | \$605.20 | \$1,696.17 |
| Sub Total | \$120,427.57 | \$124,598.44 | \$7,039.81 | \$6,404.36 | \$29,230.79 | \$81,923.47 |

| Battalion Chief / Comm. Ed. Specialist (Hire Date: 07/17/95) | 2019 | 2020 | Town of Westport | Town of Springfield | Town of Middleton | City of Middleton |
|--|--------------|------------------------|---------------------|------------------------|----------------------|----------------------|
| | \$75,513.11 | \$77,023.37 (Line 110) | \$4,351.82 | \$3,959.00 | \$18,089.68 | \$50,642.87 |
| FICA | \$1,094.94 | \$1,116.84 (Line 193) | \$63.10 | \$57.41 | \$262.01 | \$734.32 |
| Health Ins. | \$17,329.60 | \$18,369.38 (Line 194) | \$1,037.87 | \$944.19 | \$4,309.46 | \$12,077.87 |
| Dental Program | \$2,438.10 | \$2,438.10 (Line 195) | \$137.75 | \$125.32 | \$571.98 | \$1,603.05 |
| Retirement | \$11,289.21 | \$12,516.30 (Line 192) | \$707.17 | \$643.34 | \$2,936.32 | \$8,229.47 |
| Longevity (6%) | \$4,530.79 | \$4,621.40 (Line 135) | \$261.11 | \$237.54 | \$1,084.18 | \$3,038.57 |
| Sub Total | \$112,195.75 | \$116,085.39 | \$6,558.82 | \$5,966.79 | \$27,233.63 | \$76,326.14 |

| Fire Inspector (Hire Date: 01/01/91) | 2019 | 2020 | Town of Westport | Town of Springfield | Town of Middleton | City of Middleton |
|--------------------------------------|-------------|------------------------|---------------------|------------------------|----------------------|----------------------|
| | \$44,713.33 | \$45,607.60 (Line 110) | \$2,576.83 | \$2,344.23 | \$10,699.54 | \$29,987.00 |
| FICA | \$3,420.57 | \$3,488.98 (Line 193) | \$197.13 | \$179.33 | \$818.52 | \$2,294.01 |
| Health Ins. | \$7,108.44 | \$7,534.95 (Line 194) | \$425.72 | \$387.30 | \$1,767.70 | \$4,954.23 |
| Dental Program | \$619.50 | \$619.50 (Line 195) | \$35.00 | \$31.84 | \$145.33 | \$407.32 |
| Retirement | \$2,995.79 | \$3,055.71 (Line 192) | \$172.65 | \$157.08 | \$716.87 | \$2,009.13 |
| Longevity (6%) | \$2,682.80 | \$3,078.51 (Line 135) | \$173.94 | \$158.24 | \$722.22 | \$2,024.12 |
| Sub Total | \$61,540.43 | \$63,385.25 | \$3,581.27 | \$3,258.00 | \$14,870.18 | \$41,675.80 |

| Office Manager (Hire Date: 05/24/10) | 2019 | 2020 | Town of Westport | Town of Springfield | Town of Middleton | City of Middleton |
|--------------------------------------|-------------|------------------------|---------------------|------------------------|----------------------|----------------------|
| | \$51,649.35 | \$52,682.34 (Line 110) | \$2,976.55 | \$2,707.87 | \$12,359.28 | \$34,638.64 |
| FICA | \$3,951.18 | \$4,030.20 (Line 193) | \$227.71 | \$207.15 | \$945.48 | \$2,649.86 |
| Health Ins. | \$17,329.60 | \$18,369.38 (Line 194) | \$1,037.87 | \$944.19 | \$4,309.46 | \$12,077.87 |
| Dental Program | \$2,438.10 | \$2,438.10 (Line 195) | \$137.75 | \$125.32 | \$571.98 | \$1,603.05 |
| Retirement | \$3,460.51 | \$3,556.06 (Line 192) | \$200.92 | \$182.78 | \$834.25 | \$2,338.11 |
| Longevity (2%) | \$1,032.99 | \$1,053.65 (Line 135) | \$59.53 | \$54.16 | \$247.19 | \$692.77 |
| Sub Total | \$79,861.72 | \$82,129.72 | \$4,640.33 | \$4,221.47 | \$19,267.63 | \$54,000.29 |

| Battalion Chief / Petroleum Tank Inspector / Plan Review / Fire Inspector (Hire date: 02/05/18) | 2019 | 2020 | Town of Westport | Town of Springfield | Town of Middleton | City of Middleton |
|---|--------------|------------------------|---------------------|------------------------|----------------------|----------------------|
| | \$66,950.00 | \$68,289.00 (Line 110) | \$3,858.33 | \$3,510.05 | \$16,020.60 | \$44,900.02 |
| FICA | \$5,121.68 | \$5,224.11 (Line 193) | \$295.16 | \$268.52 | \$1,225.58 | \$3,434.85 |
| Health Ins. | \$17,329.60 | \$18,369.38 (Line 194) | \$1,037.87 | \$944.19 | \$4,309.46 | \$12,077.87 |
| Dental Program | \$2,438.10 | \$2,438.10 (Line 195) | \$137.75 | \$125.32 | \$571.98 | \$1,603.05 |
| Retirement | \$10,009.03 | \$11,096.96 (Line 192) | \$626.98 | \$570.38 | \$2,603.35 | \$7,296.25 |
| Longevity | \$- | \$- (Line 135) | \$- | \$- | \$- | \$- |
| Sub Total | \$101,848.40 | \$105,417.55 | \$5,956.09 | \$5,418.46 | \$24,730.96 | \$69,312.04 |

| | | | | | | |
|-----------------|--------------|--------------|-------------|-------------|--------------|--------------|
| 110 Wages Total | \$423,676.61 | \$432,150.15 | \$24,416.48 | \$22,212.52 | \$101,382.43 | \$284,138.72 |
|-----------------|--------------|--------------|-------------|-------------|--------------|--------------|

| 190 Fringe Benefits Other | 2019 | 2020 | Town of Westport | Town of Springfield | Town of Middleton | City of Middleton |
|---------------------------|------------|------------|---------------------|------------------------|----------------------|----------------------|
| Income Continuation Ins. | \$690.00 | \$690.00 | \$38.99 | \$35.47 | \$161.87 | \$453.68 |
| Life Insurance | \$545.00 | \$545.00 | \$30.79 | \$28.01 | \$127.86 | \$358.34 |
| Emp. Assist. Prog. (EAP) | \$2,400.00 | \$2,400.00 | \$135.60 | \$123.36 | \$563.04 | \$1,578.00 |
| Total (Line 190) | \$3,635.00 | \$3,635.00 | \$205.38 | \$186.84 | \$852.77 | \$2,390.01 |

| | | | | | | |
|----------------|-------------|-------------|------------|------------|-------------|-------------|
| 192 Retirement | \$55,389.73 | \$60,864.05 | \$3,438.82 | \$3,128.41 | \$14,278.71 | \$40,018.11 |
|----------------|-------------|-------------|------------|------------|-------------|-------------|

| | | | | | | |
|----------|-------------|-------------|------------|------------|------------|-------------|
| 193 FICA | \$33,028.70 | \$33,689.45 | \$1,903.45 | \$1,731.64 | \$7,903.54 | \$22,150.81 |
|----------|-------------|-------------|------------|------------|------------|-------------|

| | | | | | | |
|---------------|-------------|-------------|----------|----------|------------|------------|
| 135 Longevity | \$13,792.10 | \$14,410.00 | \$814.16 | \$740.67 | \$3,380.59 | \$9,474.57 |
|---------------|-------------|-------------|----------|----------|------------|------------|

| | | | | | | |
|------------------------|----------|----------|---------|---------|---------|----------|
| 145 Unemployment Wages | \$350.00 | \$350.00 | \$19.78 | \$17.99 | \$82.11 | \$230.13 |
|------------------------|----------|----------|---------|---------|---------|----------|

| 191 Vol Fire Ret. Prgm | 2019 | 2020 | Town of Westport | Town of Springfield | Town of Middleton | City of Middleton |
|------------------------|--------------|--------------|---------------------|------------------------|----------------------|----------------------|
| LOSAP(1) | \$75,000.00 | \$75,000.00 | \$4,237.50 | \$3,855.00 | \$17,595.00 | \$49,312.50 |
| SAP (2) | \$32,000.00 | \$32,000.00 | \$1,808.00 | \$1,644.80 | \$7,507.20 | \$21,040.00 |
| Total (Line 191) | \$107,000.00 | \$107,000.00 | \$6,045.50 | \$5,499.80 | \$25,102.20 | \$70,352.50 |

| | | | | | | |
|----------------------|-------------|-------------|------------|------------|-------------|-------------|
| 194 Health Insurance | \$93,756.44 | \$99,381.85 | \$5,615.07 | \$5,108.23 | \$23,314.98 | \$65,343.57 |
|----------------------|-------------|-------------|------------|------------|-------------|-------------|

| | | | | | | |
|--------------------|-------------|-------------|----------|----------|------------|------------|
| 195 Dental Program | \$12,810.00 | \$12,810.00 | \$723.77 | \$658.43 | \$3,005.23 | \$8,422.58 |
|--------------------|-------------|-------------|----------|----------|------------|------------|

2020 DRAFT
Budget Detail Page 4

V 08/15/19

| Line 210 – 490 | 2019 | 2020 | Town of Westport | Town of Springfield | Town of Middleton | City of Middleton |
|---------------------------------|--------------|--------------|---------------------|------------------------|----------------------|----------------------|
| 210 Office Supplies | \$4,000.00 | \$4,000.00 | \$226.00 | \$205.60 | \$938.40 | \$2,630.00 |
| 220 Supplies & Materials | \$56,250.00 | \$56,250.00 | \$3,178.13 | \$2,891.25 | \$13,196.25 | \$36,984.38 |
| 240 Computer Software & Support | \$6,500.00 | \$6,500.00 | \$367.25 | \$334.10 | \$1,524.90 | \$4,273.75 |
| 280 Communications | \$5,000.00 | \$5,000.00 | \$282.50 | \$257.00 | \$1,173.00 | \$3,287.50 |
| 290 Uniform & Equipment | \$4,500.00 | \$4,500.00 | \$254.25 | \$231.30 | \$1,055.70 | \$2,958.75 |
| 300 Legal Services | \$5,000.00 | \$5,000.00 | \$282.50 | \$257.00 | \$1,173.00 | \$3,287.50 |
| 340 Building Materials | \$22,000.00 | \$22,000.00 | \$1,243.00 | \$1,130.80 | \$5,161.20 | \$14,465.00 |
| 350 Station 2 Rent | \$142,400.00 | \$142,400.00 | \$8,045.60 | \$7,319.36 | \$33,407.04 | \$93,628.00 |
| 410 Equip. Maintenance | \$44,875.00 | \$44,875.00 | \$2,535.44 | \$2,306.58 | \$10,527.68 | \$29,505.31 |
| 420 Motor Fuel & Lube | \$17,000.00 | \$17,000.00 | \$960.50 | \$873.80 | \$3,988.20 | \$11,177.50 |
| 440 Training | \$15,250.00 | \$15,250.00 | \$861.63 | \$783.85 | \$3,577.65 | \$10,026.88 |
| 441 Health Maintenance | \$21,000.00 | \$21,000.00 | \$1,186.50 | \$1,079.40 | \$4,926.60 | \$13,807.50 |
| 445 Memberships | \$4,250.00 | \$4,250.00 | \$240.13 | \$218.45 | \$997.05 | \$2,794.38 |
| 460 Insurance | \$71,400.00 | \$71,400.00 | \$4,034.10 | \$3,669.96 | \$16,750.44 | \$46,945.50 |
| 470 Utilities | \$85,000.00 | \$85,000.00 | \$4,802.50 | \$4,369.00 | \$19,941.00 | \$55,887.50 |
| 480 Data Processing | \$7,000.00 | \$7,000.00 | \$395.50 | \$359.80 | \$1,642.20 | \$4,602.50 |
| 485 Meals | \$5,500.00 | \$5,500.00 | \$310.75 | \$282.70 | \$1,290.30 | \$3,616.25 |
| 490 Other Expenses | \$11,220.00 | \$11,220.00 | \$633.93 | \$576.71 | \$2,632.21 | \$7,377.15 |

2020 DRAFT
Line 801 - Capital Outlay Page 5

V 08/15/19

| Line 801 | | | | Town of | Town of | Town of | City of | | |
|--------------------------|--------------|------|--------------------------|--------------|--------------|-------------|-------------|-------------|--------------|
| Capital Budget | | 2019 | Capital Budget | CIP Project# | 2020 | Westport | Springfield | Middleton | Middleton |
| Capital Replacement Fund | \$295,000.00 | | Capital Replacement Fund | F-20-01 | \$295,000.00 | \$16,667.50 | \$15,163.00 | \$69,207.00 | \$193,962.50 |
| | \$0.00 | | | | \$0.00 | \$- | \$- | \$- | \$- |
| | \$0.00 | | | | \$0.00 | \$- | \$- | \$- | \$- |
| | \$0.00 | | | | \$0.00 | \$- | \$- | \$- | \$- |
| | \$0.00 | | | | \$0.00 | \$- | \$- | \$- | \$- |
| Sub Total | \$295,000.00 | | Sub Total | | \$295,000.00 | \$16,667.50 | \$15,163.00 | \$69,207.00 | \$193,962.50 |

| Actual 2019 Purchases | | Actual 2020 Scheduled Purchases | | | | | | | |
|-----------------------|-----|--|-------------|------------|------------|-------------|-------------|--|--|
| | \$- | HMA Ground Sweep Retrofit & Electrical Upgrades | \$15,500.00 | \$875.75 | \$796.70 | \$3,636.30 | \$10,191.25 | | |
| | \$- | Diesel UHP Fire Attack Unit and Vehicle Upgrades | \$35,000.00 | \$1,977.50 | \$1,799.00 | \$8,211.00 | \$23,012.50 | | |
| | \$- | | \$0.00 | \$- | \$- | \$- | \$- | | |
| Subtotal- Act. 2019 | \$- | Subtotal - Actual 2020 Purchases | \$50,500.00 | \$2,853.25 | \$2,595.70 | \$11,847.30 | \$33,203.75 | | |

2020 DRAFT

Distribution

Distribution and Income Page 6

| Equalized Property Values | | 2019 | 2020 |
|---------------------------|--|--------------------|--------------------|
| City of Middleton | | \$3,360,068,100.00 | \$3,829,510,100.00 |
| Town of Middleton | | \$1,221,514,000.00 | \$1,366,516,300.00 |
| Town of Springfield | | \$278,198,848.00 | \$299,695,232.00 |
| Town of Westport | | \$284,523,890.00 | \$329,355,250.00 |
| | | \$5,144,304,838.00 | \$5,825,076,882.00 |

| Distribution of costs | | 2019 | 2020 |
|-----------------------|---------|----------------|----------------|
| City of Middleton | 65.32% | \$973,116.84 | \$996,115.46 |
| Town of Middleton | 23.74% | \$353,671.06 | \$355,420.06 |
| Town of Springfield | 5.41% | \$80,596.48 | \$77,871.23 |
| Town of Westport | 5.53% | \$82,384.20 | \$85,597.75 |
| | 100.00% | \$1,489,768.58 | \$1,515,004.50 |

800-4690-00 Income

| State of Wisconsin 2% Income | | 2019 | 2020 |
|------------------------------|--|----------------|----------------|
| City of Middleton | | \$(120,713.00) | \$(136,829.00) |
| Town of Middleton | | \$(47,095.00) | \$(50,905.00) |
| Town of Springfield | | \$(6,764.00) | \$(7,464.00) |
| Town of Westport | | \$(13,476.00) | \$(14,508.00) |
| Total | | \$(188,048.00) | \$(209,706.00) |

| Petroleum Tank Program Income | | 2019 | 2020 |
|-------------------------------|--|---------------|---------------|
| | | \$(15,370.00) | \$(16,000.00) |

| Fitness Program Income | | 2019 | 2020 |
|------------------------|--|----------------|----------------|
| | | \$(18,020.00) | \$(18,020.00) |
| Total | | \$(221,438.00) | \$(243,726.00) |

2020 Middleton Fire District Capital Replacement Fund Working Document

* Assuming a 2016 starting Capital Replacement Fund balance of \$1,000,000 and continuing an annual \$295,000 fund contribution.

| Description | Purchased | Est. Cycle | In-service | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 |
|---|-----------|------------|---------------------------|-------------|-------------|-----------|-----------|-------------|-------------|-----------|-----------|-----------|-----------|-----------|-------------|-------------|-------------|-----------|-----------|--------------|--------------|--------------|--------------|--------------|
| Self Contained Breathing Apparatus (SCBA) | 2017 | 15 Years | 2017 | | \$100,000 | | | | | | | | | | | | | | \$615,000 | | | | | |
| Engine 1 | 2013 | 24 Years | 2014 | | | | | | | | | | | | | | | | | | | | | |
| Engine 2 | 2014 | 24 Years | 2005 | | | | | | | | | | | | | | \$985,000 | | | | | | | |
| Engine 3 | 1991 | 24 Years | 1991 | | | | | | \$775,000 | | | | | | | | | | | | | | | |
| Ladder 1 | 2009 | 24 Years | 2010 | | | | | | | | | | | | | | | | | | \$1,800,000 | | | |
| Squad 1 | 2012 | 20 Years | 2013 | | | | | | | | | | | | | | | | | \$1,250,000 | | | | |
| Tender 1 | 1999 | 23 Years | 1999 | | | | | | | \$400,000 | | | | | | | | | | | | | | |
| Tender 2 | 2003 | 20 Years | 2003 | | | | | | | | \$440,000 | | | | | | | | | | | | | |
| Rapid Response Vehicle 1 (PTO) | 2015 | 24 Years | 2017 | | | | | | | | | | | | | | | | | | | | | |
| Rapid Response Vehicle 2 (Gas) | 2011 | 24 Years | 2011 | | | | | | | | | | | | | | | | | \$485,000 | | | | |
| Rapid Response Vehicle 3 (Gas) | 2008 | 24 Years | 2008 | | | | | | | | | \$380,000 | | | | | | | | | | | | |
| Car 2 (Plow) | 2015 | 10 Years | 2015 | | | | | | | | | | \$63,000 | | | | | | | | | | \$83,500 | |
| Car 3 Staff Vehicle | 2007 | 10 Years | 2007 | | \$55,000 | | | | | | | | | | \$75,000 | | | | | | | | | |
| Car 4 Staff Vehicle | 2007 | 10 Years | 2007 | | \$55,000 | | | | | | | | | | \$75,000 | | | | | | | | | |
| Car 5 Staff Vehicle | 2007 | 10 Years | 2007 | | \$25,000 | | | | | | | | | | \$35,000 | | | | | | | | | |
| Brush 1 (Potential elimination due to RRV implementation) | 2010 | 20 Years | 2010 | | | | | | | | | | | | | | | | | | | | | |
| ATV 1 | 2011 | 10 Years | 2011 | | | | | | \$32,000 | | | | | | | | | | | | | | | |
| ATV 2 | 2001 | 10 Years | 2002 | | \$25,000 | | | | | | | | | | \$35,000 | | | | | | | | | |
| Utility 1 | 2001 | 20 Years | 2001 | | | | | | \$25,000 | | | | | | | | | | | | | | | |
| Small Capital Equipment | 2017 | n/a | 2017 | | \$40,500 | | | \$50,500 | | | | | | | | | | | | | | | | |
| Station 3 Land Acquisition | 2017 | n/a | 2017 | | \$741,600 | | | | \$25,000 | | | | | | | | | | | | | | | |
| 3% Multiplier | | | Total | \$0 | \$1,042,100 | \$0 | \$0 | \$50,500 | \$857,000 | \$400,000 | \$440,000 | \$380,000 | \$63,000 | \$0 | \$220,000 | \$0 | \$985,000 | \$0 | \$658,000 | \$1,735,000 | \$1,800,000 | \$0 | \$83,500 | \$0 |
| | | | *Capital Replacement Fund | \$1,000,000 | \$1,295,000 | \$547,900 | \$842,900 | \$1,137,900 | \$1,382,400 | \$820,400 | \$715,400 | \$570,400 | \$485,400 | \$717,400 | \$1,012,400 | \$1,087,400 | \$1,382,400 | \$692,400 | \$987,400 | \$624,400 | -\$815,600 | -\$2,320,600 | -\$2,025,600 | -\$1,814,100 |
| | | | Balance | \$1,000,000 | \$252,900 | \$547,900 | \$842,900 | \$1,087,400 | \$525,400 | \$420,400 | \$275,400 | \$190,400 | \$422,400 | \$717,400 | \$792,400 | \$1,087,400 | \$397,400 | \$692,400 | \$329,400 | -\$1,110,600 | -\$2,615,600 | -\$2,320,600 | -\$2,109,100 | -\$1,814,100 |



SHERIFF DAVID J. MAHONEY
DANE COUNTY SHERIFF'S OFFICE
JEFF HOOK, Chief Deputy
(608) 284-6167



DAVID R. DOHNAL
Captain, Administrative Services
(608) 284-6175

TIM R. SCHUETZ
Captain, Support Services
(608) 284-6186

CHRISTOPHER J. NYGAARD
Captain, Security Services
(608) 284-6185

JANICE L. TETZLAFF
Captain, Field Services
(608) 284-6870

September 16, 2019

Town of Westport
Chair Dean Grosskopf
5387 Mary Lake Road
Waunakee, WI 53597

Dear Mr. Grosskopf:

Enclosed/attached you will find the updated Schedule A regarding the estimated contract costs for 2020 for the Village of Dane and Town of Westport.

In 2019, the retirement contribution for the deputies decreased to 12.72%; however, in 2020 it is expected to increase to 13.49%. The attached schedule A includes that adjustment as well as an estimated wage increase of 3%. These increases are the main reason for the increase in your costs. The deputies' contract is not yet settled for 2020. Once their contract is ratified we will be able to provide a more accurate estimate on salary increases.

We look forward to continuing to provide your community's policing services throughout 2020. We appreciate your support and commitment to our partnership in the upcoming year.

Please feel free to contact me directly at (608) 284-6870 with any questions you may have. Thank you.

Sincerely,

DAVID J. MAHONEY
SHERIFF OF DANE COUNTY

Jan Tetzlaff
Captain
Field Services Division

Village of Dane & Town of Westport
Schedule A
Contract for 1 FTE with VDAN, who then bills TWES

2020

| | Total Annual Cost Duffrin | 50% Cost Duffrin |
|---|------------------------------|---------------------|
| Deputy's Hourly Wage with Benefits | \$ 65.13 | \$ 65.13 |
| Liability Insurance | \$ 1.00 | \$ 1.00 |
| Initial Training | \$ 0.70 | \$ 0.70 |
| Initial costs determined by cost at time of original contract | | |
| Inservice Training | \$ 0.17 | \$ 0.17 |
| Portable Radio Depreciation | \$ 0.25 | \$ 0.25 |
| Hourly Deputy Wage & Support Costs | \$ 67.25 | \$ 67.25 |
| One FTE is 1950 hours | 2025 | 1012.5 |
| calculates to 18.75 hours per week for each site | | |
| Projected Annual Cost for Personnel | \$ 136,181.25 | \$ 68,090.63 |

VEHICLE & EQUIPMENT PROVIDED BY VILLAGE OF DANE

| | | |
|---|-------------|-------------|
| Dane County Indirect Costs | \$ 5,719.61 | \$ 2,859.81 |
| Main office at VDAN, used Village indirect percentage | | |

| | | |
|---------------------------------------|------------------|--------------|
| Estimated Annual Cost - 1 FTE, no Vel | \$ 141,900.86 | \$ 70,950.43 |
| | VDAN Expenditure | VDAN Revenue |

AGENDA ITEM #11:

The Benedictine Life Foundation of Wisconsin, Inc.,
Temporary Class "B"/Class "B" Retailer's
(10/17/19), Holy Wisdom Monastery, Prairie
Rhapsody Event, 4200 CTH M, Discussion/Action

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$10.00

Application Date: 09/04/2019

☒ Town ☐ Village ☐ City of Westport

County of Dane

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 10/17/2019 and ending 10/17/2019 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. **Organization** (check appropriate box) → ☐ Bona fide Club ☒ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Benedictine Life Foundation

(b) Address 4200 County Road M, Middleton, WI 53562
(Street)

☒ Town ☐ Village ☐ City

(c) Date organized 04/19/1996

(d) If corporation, give date of incorporation 04/19/1996

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Mary David Walgenbach, OSB

Vice President

Secretary Lynne Smith, OSB

Treasurer Mary David Walgenbach, OSB

(g) Name and address of manager or person in charge of affair: Rachel Olson, Project Manager -- 4200 County Road M, Middleton, WI 53562

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 4200 County Road M, Middleton, WI 53562

(b) Lot Block

(c) Do premises occupy all or part of building? Yes, part of a building

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Served in the upper level of monastery building. Stored in the lower level of the building in locked storage room.

3. Name of Event

(a) List name of the event Prairie Rhapsody Concert

(b) Dates of event 09/04/2019- 10-17-19

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Mary David Walgenbach
(Signature / Date)

Benedictine Life Foundation

(Name of Organization)

Date Filed with Clerk

Date Reported to Council or Board

Date Granted by Council

License No.

Additional Information

May be Granted and Issued only to:

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(10), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:
Class "B" (Beer):
 - a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)
 - b. At least 15 days prior to the granting of the license for events lasting 4 or more days."Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.
- (4) Seller's Permit: Sec. 77.54 (7m), Wis. Stats., provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required.

Fee: Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time.

Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering.
- (3) License may cover either a specified area or the entire picnic grounds.
- (4) License issued to a county or district fair must cover the entire fairgrounds (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (5) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (6) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (7) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)
- (8) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit.
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs.

NOTE: Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.